

NON-HOSTA DONATION PROCESS

Please reference the current **PLANTS WANTED LIST** for information about what types of plants we need donated!!!!

VOLUNTEER DONATION PROCESS

POT UP – Please make sure all donations are potted in some type of pot, so that they will last until our nursery team has time to process them. The nursery only uses 1 or 2 gallon pots (there should be some around the workbench for your use or in the nursery shed), but it is not necessary for you to do all the work! If you are not able to re-pot your donation, you can leave it in any size container. There are larger size pots if you don't have time to divide a clump.

MAKE SURE THEY ARE CLEARLY MARKED – Please make sure your donations are clearly marked as to the plant type. There are plant tags and pencils in the white plastic container on the workbench. Some helpful information is the common name, botanical name and color of the bloom.

GIVE THEM SOME WATER – Please make sure your donations have adequate water. The hose is behind the workbench. To turn on the water, move the handle up into the upright position (it doesn't need to be pumped, just moved to the upright position). Please make sure to turn the water off when you are finished.

LEAVE POTTED DONATIONS IN OUR POP UP – There is a green donation pop-up next to the workbench. Please place all donations in the pop-up to protect it from the elements after its recent transplanting. **PLEASE LEAVE ALL DONATIONS IN THE PLANT POP-UP – DO NOT PLACE PLANTS IN THE NURSERY ROWS! THIS WILL ENSURE THAT PLANTS ARE CORRECTLY ADDED TO OUR NURSERY INVENTORY AND HAVE PLANT TAGS CREATED FOR THEM.**

NURSERY TEAM PROCESS

DIVIDE – Any donated plants in pots other than 1 or 2 gallon pots will need to be divided/transplanted into the correct pot sizes.

MAKE SURE EACH POT HAS A PLANT LABEL – Please make sure there is a label with the common name, botanical name and color (if applicable)

WATER THEM – Please make sure the new donation has adequate water.

ADD THEM TO THE INVENTORY – Add the common name, botanical name, color, count and date to the inventory list under the workbench (inside blue "waterproof" clipboard).

PUT THEM IN THE NURSERY – Add the new inventory into the correct row as determined by our current layout.